



# DEPARTMENT OF BUDGET AND FISCAL SERVICES NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: Department of Community Services, Community Based Development Division  
Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Description of goods, services, or construction to be procured:  
1) Continue the development of Honolulu's coordinated / centralized assessment system by developing modules to accommodate select Continuum of Care (CoC) and/or Emergency Solutions Grant (ESG) programs. Set up a system that allows for the collection of housing placement data within the CoC, to better facilitate a more coordinated system of service. Facilitate meetings with CoC agencies, local government leaders, and other key stakeholders to develop both a systems and fiscal map of local homeless resources. Facilitate discussions with CoC agencies to select and implement a common assessment tool. Design and implement training policies and procedures related to centralized data collection and use of a common assessment tool for CoC agencies. Design and implement systems and procedures to better facilitate the matching of homeless individuals to the appropriate resource based on need. 2) Help the CoC to determine local outcomes and data indicators that could be used to evaluate projects. Facilitate meetings with CoC agencies and the CoC Committees regarding local outcomes and data indicators. Provide reporting and program evaluation to the CoC. Improve and refine Homeless Management Information System (HMIS) functionality in relation to CoC outcomes reporting, coordinated assessment activities, and project standards 3) Provide CoC with utilization rates for Annual Homeless Assessment Report (AHAR) key dates. Assist the collaborative applicant in completing the annual Housing Inventory Count (HIC). Work with CoC to complete the annual Point In Time (PIT) count. Includes revising all forms and providing training to providers.

2. Vendor/Contractor/Service Provider Name: PHOCUSED	3. Amount of Request: \$ 120,048
4. Term of Contract: (Shall not exceed 12 months), if applicable  From: 2/1/15                      To: 1/31/16	5. Prior Sole Source Ref No.

## 6. The good, service, or construction has the following unique features, characteristics, or capabilities:

There is only one existing coordinated and centralized assessment system in the City and County of Honolulu and the operation of that system is overseen by the Contractor. There are no other coordinated or centralized assessment systems in the State of Hawaii. The principal beneficiaries of the work to be undertaken by the Contractor are the nonprofit agencies who comprise Partners in Care, Honolulu's CoC coordinating body and the organization designated by HUD as the CoC organization for the City and County of Honolulu. The work to be undertaken by the Contractor, including the implementation of a common assessment tools and training policies and procedures are associated with the continued development of the coordinated assessment system that is overseen by the Contractor, Development of data indicators, measures to evaluate CoC projects, and the continued refinement of the State-wide HMIS will be undertaken by the Contractor and the sub-contractor who is currently maintaining the HMIS.

## 7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?

The work to be undertaken by the Contractor is essential to meeting the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act requires communities receiving CoC funding to meet certain requirements including a centralized and coordinated assessment system, a method to systematically evaluate programs receiving CoC funds, and a HMIS that meets the data standards specified in the HEARTH Act. The work to be done by the contractor is focused on meeting the specific and unique requirements of the HEARTH Act. Absent the services to be provided by the Contractor continued CoC funding will be threatened.

## 8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.

The Department worked with PIC to determine the agency that would be best able to assist PIC in providing the services to be required by the Contractor. PHOCUSED was selected based on a consensus of PIC members because PHOCUSED currently manages the existing coordinated/centralized assessment system, their inclusion of a subcontractor who is very familiar with the existing HMIS, and PHOCUS' ability to manage the planning process.

## 9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.

The services to be provided by the Contractor are of such a unique nature that no alternative sources were identified. PHOCUSED was selected by PIC's membership to undertake the work and is the only agency identified that had the resources and skills to undertake the work.

10. **Person that will be responsible for managing this procurement:**

Department/Division: Department of Community Services,  
Community Based Development Division

Contact Name/Title: Keith Ishida, Administrator

Phone Number:

768-7750

E-mail Address:

kishida@honolulu.gov

## REQUEST FOR SOLE SOURCE (Cont.)

Submit in Duplicate

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***I certify that to the best of my knowledge, that the information provided above is true, correct, that there is no conflict of interest related to this procurement, and that the goods, services, or construction are available through only one source.***



Department Head

JAN 20 2015

Date

RECEIVED PERSONNEL ONLY

Date Notice Posted: \_\_\_\_\_

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
Department of Budget and Fiscal Services  
530 South King Street, Room 115  
Honolulu, Hawaii 96813  
[bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov)

Chief Procurement Officer's comments:

☐ APPROVED ☐ DISAPPROVED ☐ NO ACTION REQUIRED\_\_\_\_\_  
Chief Procurement Officer\_\_\_\_\_  
Date